



TO'HAJIILEE COMMUNITY SCHOOL BOARD OF EDUCATION, INC.

(A non-profit government contractor)

P.O. Box 3468 | To'Hajiilee, NM 87026 | (505) 908-2145 | www.tohajiileeschool.com

VACANCY ANNOUNCEMENT

POSITION TITLE: (FACE) ADULT EDUCATION COACH

TCSB-2526-022

Announcement No.

SALARY

RANGE: ASSOCIATES DEGREE \$32,994 to \$39,179 PER SCHOOL YEAR

(Based on Education and Experience)

AUGUST 19, 2025

Opening Date

FLSA STATUS: Non-Exempt

SCHOOL YEAR CONTRACT

OPEN UNTIL FILLED

Closing Date

EQUAL OPPORTUNITY EMPLOYER

Within the scope of Indian Preference, all candidates will receive consideration without regard to race, color, sex, religion, national origin, or other non-merit factors.

NAVAJO/INDIAN PREFERENCE POLICY

In filling vacancies, the school shall give preference to qualified enrolled members of the Navajo Tribe in accordance with the provisions of the Navajo Sovereignty in Education Act of 2005. Verification of Navajo/Indian preference must be submitted with the application if claiming Navajo/Indian Preference.

THE EMPLOYMENT IS SUBJECT TO BACKGROUND INVESTIGATION CLEARANCE PROCEDURES.

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), and Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207) requires a criminal history records check as a condition of employment for positions that involve regular contact with or control over Indian children. This statement is notice that a national criminal record check will be conducted as a condition of employment. A favorable screening and a favorable background investigation is a condition of employment.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of To'Hajiilee Community School are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards
- Interact in an honest, trustworthy, and dependable manner with staff, students, parents, employees, community members and vendors.
- Possess cultural awareness and sensitivity
- Maintain a current insurable driver's license

STATEMENT OF DUTIES:

- Supports the FACE program classroom in a supportive capacity to the FACE teacher, instructs small groups or individual students which are experiencing learning and/or language difficulties. Connect and support student's family to support student academic performance.
- The FACE Adult Services Coach will conduct initial interviews with enrolled adults for the purpose of determining needs assessment inventories and provide support in establishing career goals, investigating available educational and training opportunities. Employment preparation, resume-building, interviewing skills and job search outreach will be developed and provided. Individual and group sessions may be conducted for identifying and networking with community resources.



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- The Adult Services Coach will meet with adults on a regular basis regarding career, educational, and cultural interests and /or other similar matters helping to explore alternative goals. Opportunities for participation in school events and activities will be made available to all enrolled adults.
- This position will participate and support the local FACE staff team with organizing, planning and implementing FACE Family Events and Recruiting efforts.
- Documentation of services delivered is entered daily into the online databased system. The FACE Adult Services Coach is recommended to have knowledge of the community and culture of the population served as well as basic technology and computer skills to utilize the databased system.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- 2 years of related experience
- Associate's Degree in Education
- A valid New Mexico driver's license is required.
- Must be able to successfully pass a Background and Character Investigation in compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101.630.

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice with or without a hearing aid is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicant must have mental and emotional stability.

APPLICATION REQUIREMENTS

Applications and all other documents must be received by the closing date of this announcement unless specified as open until filled. Applicant qualifications will be evaluated solely on the information submitted by them in their applications. Failure to provide supporting documentation may result in your application being returned to you, or receipt of a lower or ineligible rating. All applications or resumes must have original signature. Applications become part of official record and will not be duplicated or returned.

OTHER REQUIREMENTS/SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Housing is **NOT** available.
- Relocation Expenses **WILL NOT** be paid.

HOW TO APPLY: Submit the following documents:

1. Employment Application
2. Background Investigative Questionnaire for a Child Care Position Application (Download from website)
3. Unofficial College Transcripts (An official transcript will be required upon hire)
4. BIE Form 4432 (if claiming Navajo/Indian preference in employment)
5. Copy of valid Driver's License
6. Copy of Individual Motor Vehicle Driving Report

ALL OF THE ABOVE MUST BE INCLUDED WITH APPLICATION IN ORDER TO BE CONSIDERED

Contact: Human Resources for application packet at 505-908-2145 or jredhouse@tohajiilee.com